

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 4
HOLLYWOOD MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Medical Case Worker I or II

Hollywood Mental Health Center (HMHC) is an adult outpatient clinic located in the heart of Hollywood with an opening for a Medical Case Worker (MCW) in its Housing Services Program. The Housing MCW will serve as the housing coordinator/liaison for outpatient clients receiving services at HMHC. The HMHC Housing Program serves homeless consumers, their families, and individuals living in other settings to access and maintain permanent housing.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Complete subsidized housing program applications
- Accompany clients to housing appointments & conduct home visits
- Assist clients with housing searches including meeting landlords/property managers
- Attend various DMH and community housing meetings
- Complete housing objectives in treatment plans
- Co-facilitate a Housing Orientation Group for clients who are eligible for housing assistance
- Develop housing resources
- Enter Coordinated Entry System questionnaires into the Homeless Management Information System.

DESIRABLE QUALITIES:

- Strong time management skills;
- Experience as a housing coordinator or case manager
- Experience working with homeless adults and families
- Fluency in Spanish
- Ability to be flexible with evolving work duties and challenging client situations;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies, and consumer partners.

Individuals holding the payroll title of Medical Case Worker I or II, may submit their resume to the e-mail address below. Please submit your resume and Performance Evaluations for the last two years.

E-mail information to:

Karin Bonwitt, LCSW
kbonwitt@dmh.lacounty.gov